IFAS 7i
Req to Check

Session 2: Departmental Invoice Approvals

Participant's Training Manual

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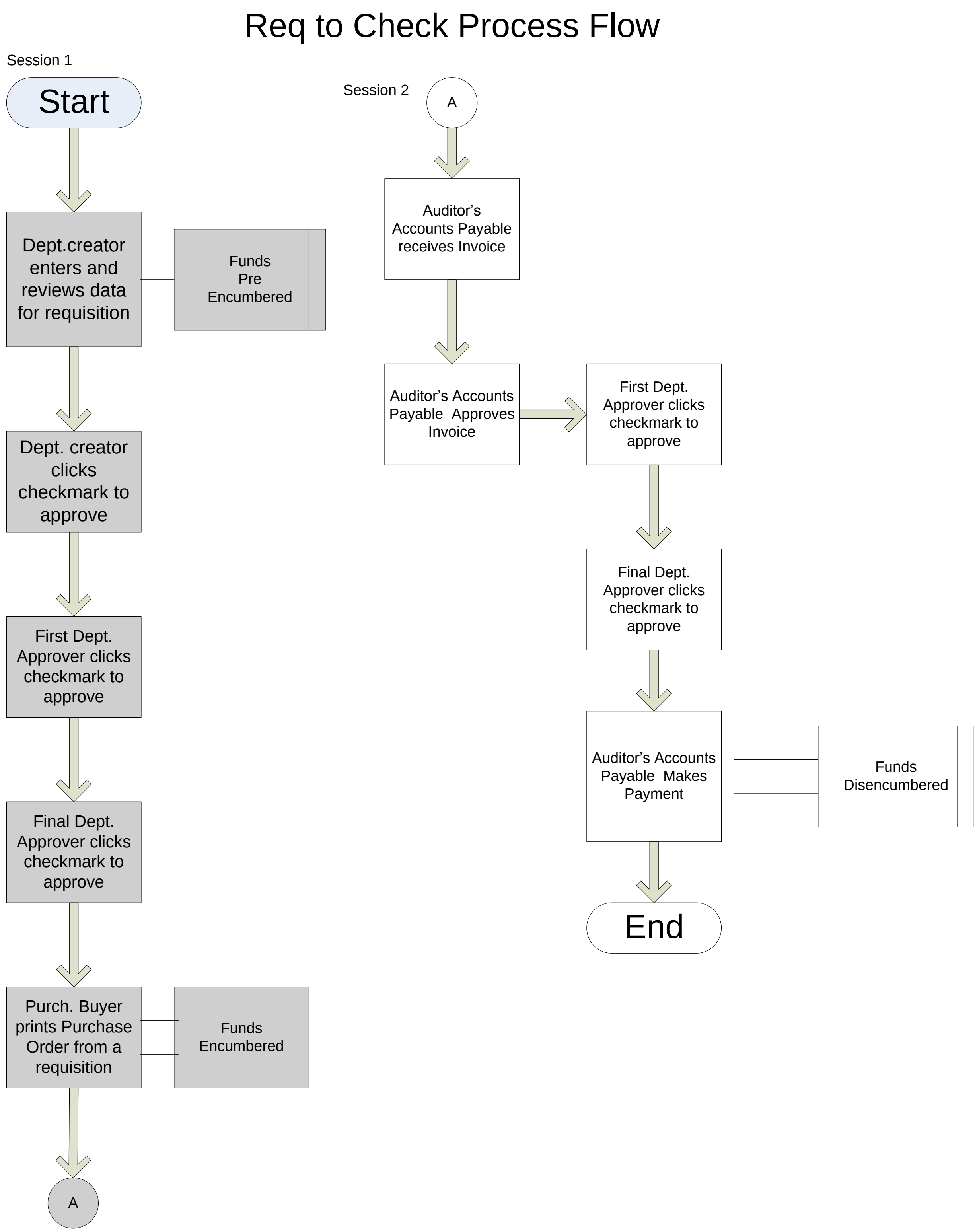

Fig. 1 Req to Check Process Flow

Overview

Getting Started

Introduction

This chapter presents the terminology and functions for a department's invoice processing.

Objectives

After completing the class, the participant will be able to:

- Display an invoice
- Define the areas of the Workflow screen
- Give the functions of the components of Task List Items Awaiting Processing –ID Assignments
- Set the Out of Office feature
- Approve and reject invoices
- List the items that can be modified on an invoice
- Modify an invoice

Comparison with requisitioning

An approval workflow is assigned to invoices just as a workflow is assigned to requisitions. The final approval forwards the invoice to the Auditor's AP to be paid.

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Getting Started, Continued

Contents

This section contains the following topics.

Requirements

Introduction

This section of the document outlines required information for the invoice approvals, rejections and modifications.

Departmental Responsibilities

The invoice approval process begins when the invoice is sent to the originating department. After reviewing the invoice, the departmental clerk has one of three options:

- Approving it: After reviewing the invoice and finding no errors, the clerk clicks a green checkmark.
- Rejecting it: By clicking the red **X** after the clerk's name, the invoice returns to the previous approver for correction and/or investigation with comments.

Note: A rejection requires the completion of the Comments field.

- Modifying it: Sometimes an invoice must be modified to be accurate. Conditions that may need changing are:
    - The number of items is incorrect.
    - The unit price of the items is incorrect.
    - You want to add text to the invoice.
    - You want to indicate that the invoice is to be fully or partially paid.
    - The accounting code is incorrect.
    - Purchase Order number must be changed.

When modifying, it is the clerk's responsibility to ensure that items are associated with the right account coding, the PR number and PR line item number.

After modifying the invoice, complete the approval process (see Processing the Invoice).

Continued on next page

Part 1: The Working Area

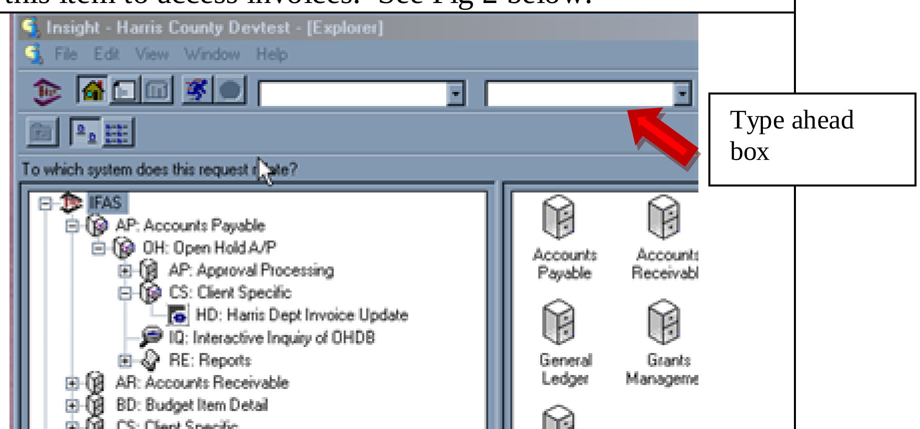
Accessing Invoices by Expanding the IFAS Directory Tree

Introduction

This section explains how to expand the directory tree.

Accessing Invoices with the IFAS directory tree

The following steps outline the procedures to use when accessing invoices by way of the IFAS Directory tree, with the APOHCSHD mask.

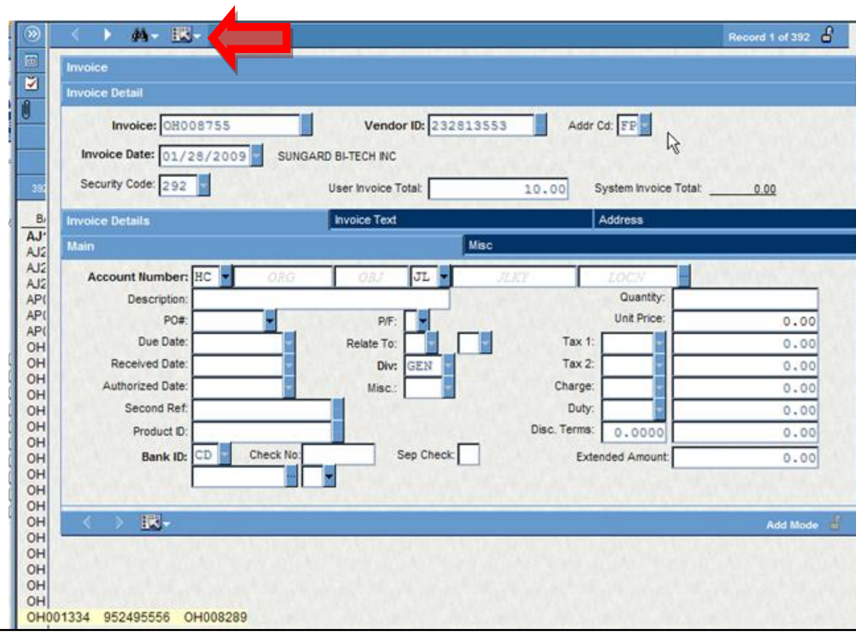
Step	Action
1.	Click plus signs to expand the listing, as seen below. Click the plus signs for: • IFAS • Accounts Payable • Open Hold A/P • Client Specific After clicking the items, a minus sign appears in place of the plus sign.
2	Under Client Specific, see **HD – Harris Dept. Invoice Update**. Click this item to access invoices. See Fig 2 below.
	 **Fig 2 Directory Tree** **Note**: You may also type in the mask, APOHCSHD in the type ahead box and press Enter to continue.

Settings

Initial Steps

The first thing you do before starting the Workflow process is to go to the Options icon in APOHCSHD and ensure that the settings are right.

Follow these steps.

Step	Action
1	Go to the APOHCSHD mask through the directory tree.
2	Select the Options icon in the menu bar. 
3.	From the drop-down box, select "Settings." On the Ledgers tab, be sure that the GL and JL ledgers are correct. Use the drop-down box to select.

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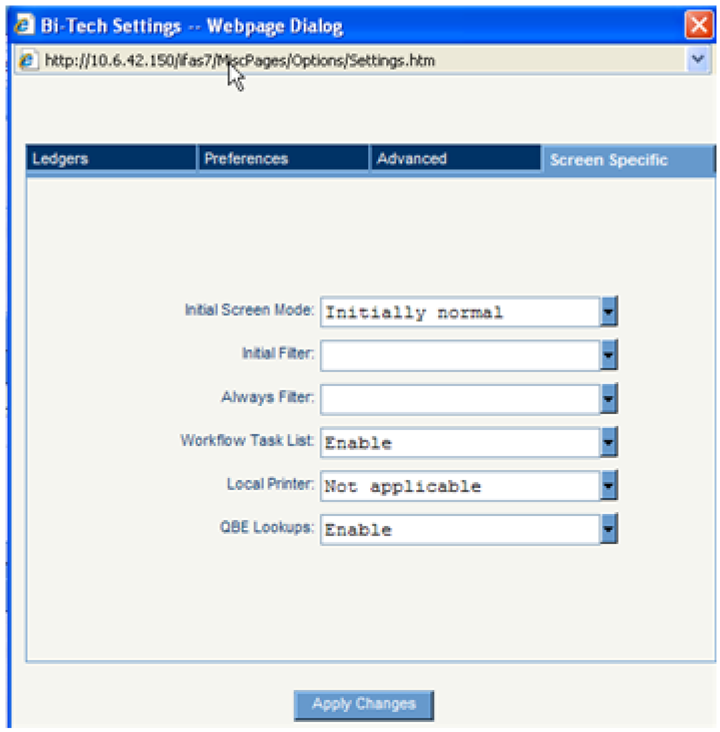
Initial Steps
(continued)

Step	Action
4.	Move to the Preferences tab. The setting should be as follows:  **Enable Auto Tab**: Enable **Shut Down Method**: Do Not Save Changes **Show Attachments**: Upon Request **Automatic Save Method**: Do Not Save Changes When Navigating **Child Shut Down Method**: Do Not Close Child screen

Continued on next page

Settings, Continued

Initial Steps

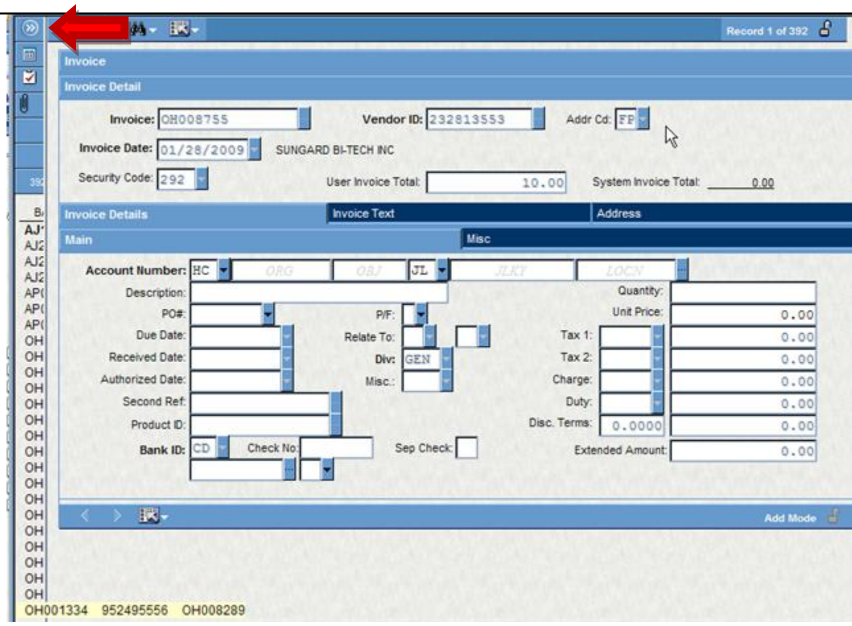
Step	Action
5.	Select the Advanced Tab. Enter 600 in the **Request Timeout** field. **Note**: no other change is necessary on this tab.
6.	Select the Screen Specific Tab. The fields should be as follows:  **Initial Screen Mode**: Initially normal **Initial Filter**: blank **Always Filter**: blank **Workflow Task List**: Enable **Local Printer**: Not Applicable **QBE Lookups**: Enable

Options icon

The grid from the top icon will show information at the top, under Invoice Detail. The icon on the bottom shows all the detail, including account coding, in the bottom setion of the screen. You can drag the names of the columns to place them in positions of your choice.

Sidebar (APOHCSHD)

Sidebar functions

Step	Action
1.	Clicking **HD – Harris Dept. Invoice Update** leads you to the Invoice screen with a sidebar to the left.
	 **Fig. 3 Opening Screen from Directory Tree Access**
2.	Click the double arrow at the top of the sidebar to open the left side of the screen.

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Sidebar (continued)

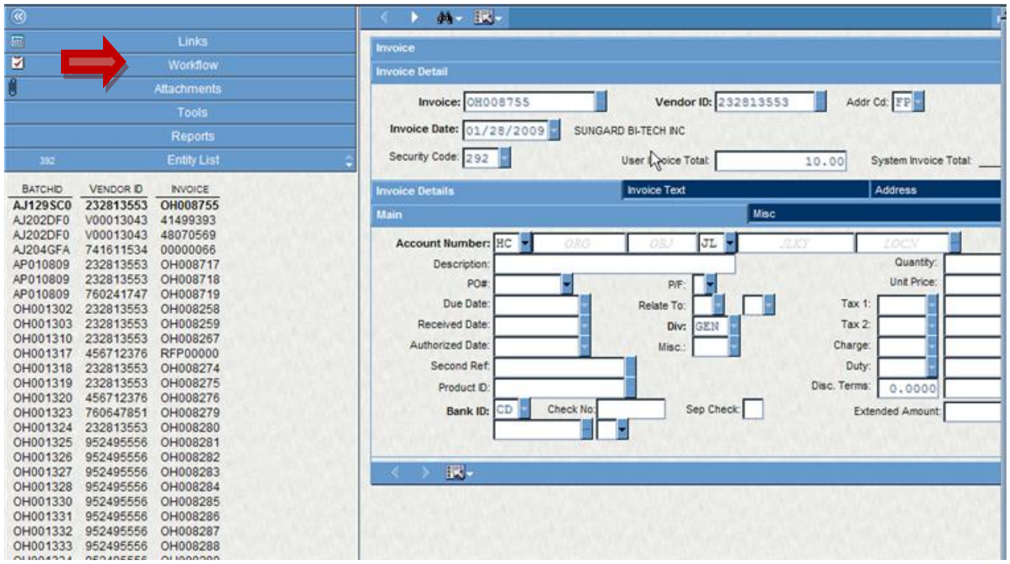

Fig.4 Blue Information Options

After selecting Workflow, the following screen results. It has the history of approvals and those items that need approval at the left. The Direct Task Items Awaiting **ID** Approval is a listing of all invoices needing your approval. The Indirect Task Items Awaiting **Role** Approval is a listing of all invoices needing an approval by you or those that share your role.

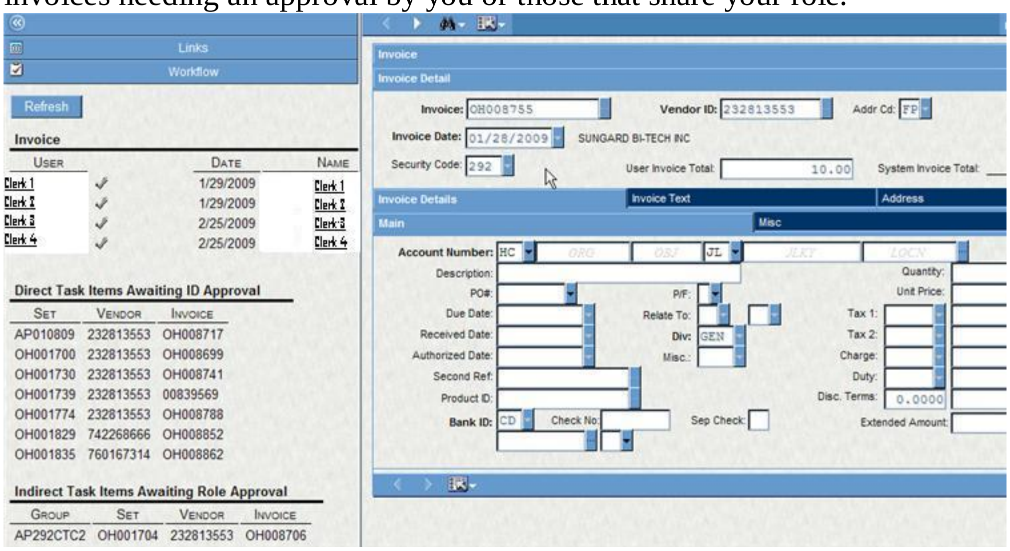

Fig.5 Open Workflow Option

To select an invoice for your approval, click the Invoice number under the **Direct Task Items Awaiting ID** Approval. The invoice number will appear in the Invoice field under Invoice Detail at the right and data for the chosen invoice will populate the Invoice Details area.

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Sidebar continued

Sidebar (continued)

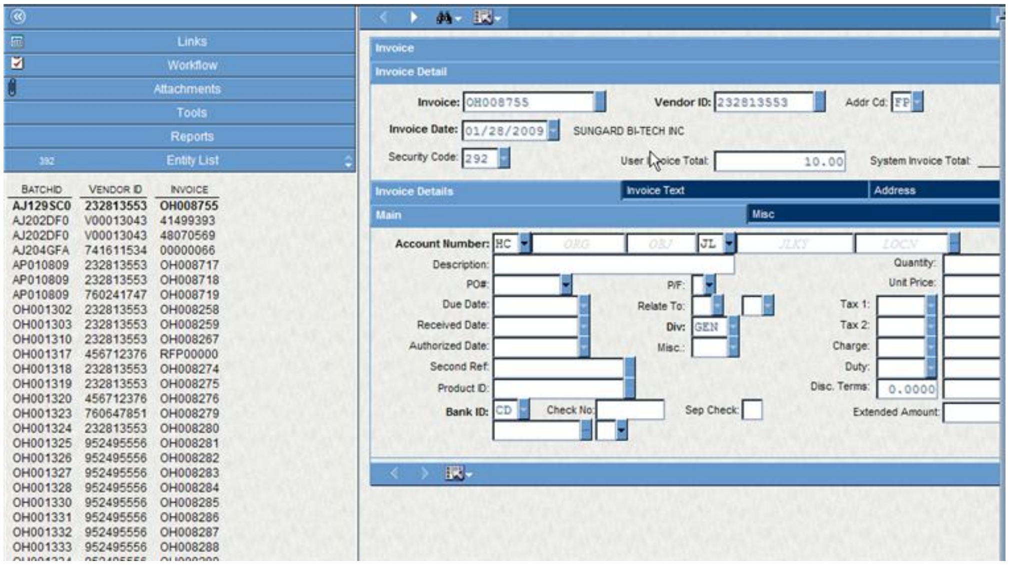


Fig. 6 Other Sidebar Options

Sidebar Options

There are other sidebar options besides Workflow and Entity List. These are:

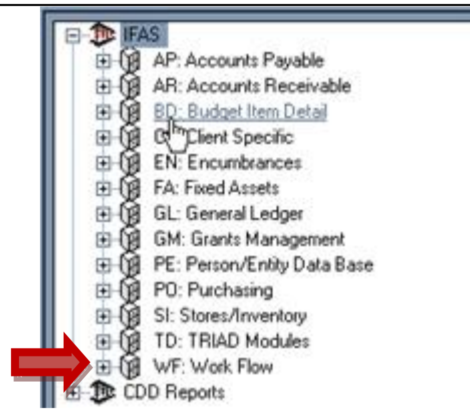
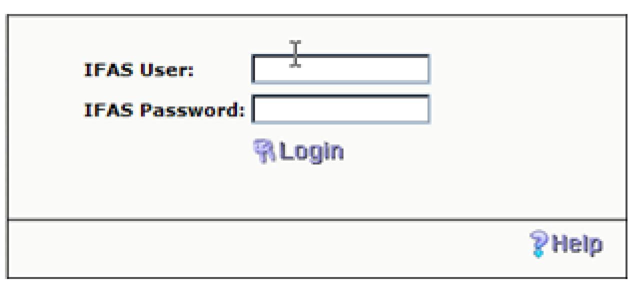
- The Links option lists links to other documents.
- The Attachment option allows you to view attached files, like images.
- Tools is not available currently.
- Reports displays CDD reports.

Accessing Invoices with WFTA

Introduction

The following steps outline the use of the WFTA mask.

The Workflow Folder

Step	Action
1.	Login to Insight.
2.	The IFAS directory tree displays. See Fig. 7 below.
	 **Fig 7 IFAS directory tree**
3.	Click the Workflow plus sign to open that folder. The Workflow Task List icon displays.
	 **Fig 8 The Workflow Folder Open**
4.	Click **TA: Workflow Task List**.
5.	A login dialog box displays.  **Fig 9 Login**

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Accessing Invoices with WFTA, continued

Accessing the Module with the Workflow Folder (continued)

After selecting the TA: Work Flow Task List item under the Workflow folder and logging in, the screen in Fig 10 displays.

The screen is separated into six distinct areas:

- the Status Message bar
- the Model/Version identifying the APOH Approvals mode for approving invoices or the Purchase Requisition mode for requisition approvals.
- All Pending Tasks waiting on the bottom left
- the Workflow History at the top right
- an individual invoice Summary on the right, below the workflow history
- the Attachments to the invoice (scanned paper invoice) below the Summary

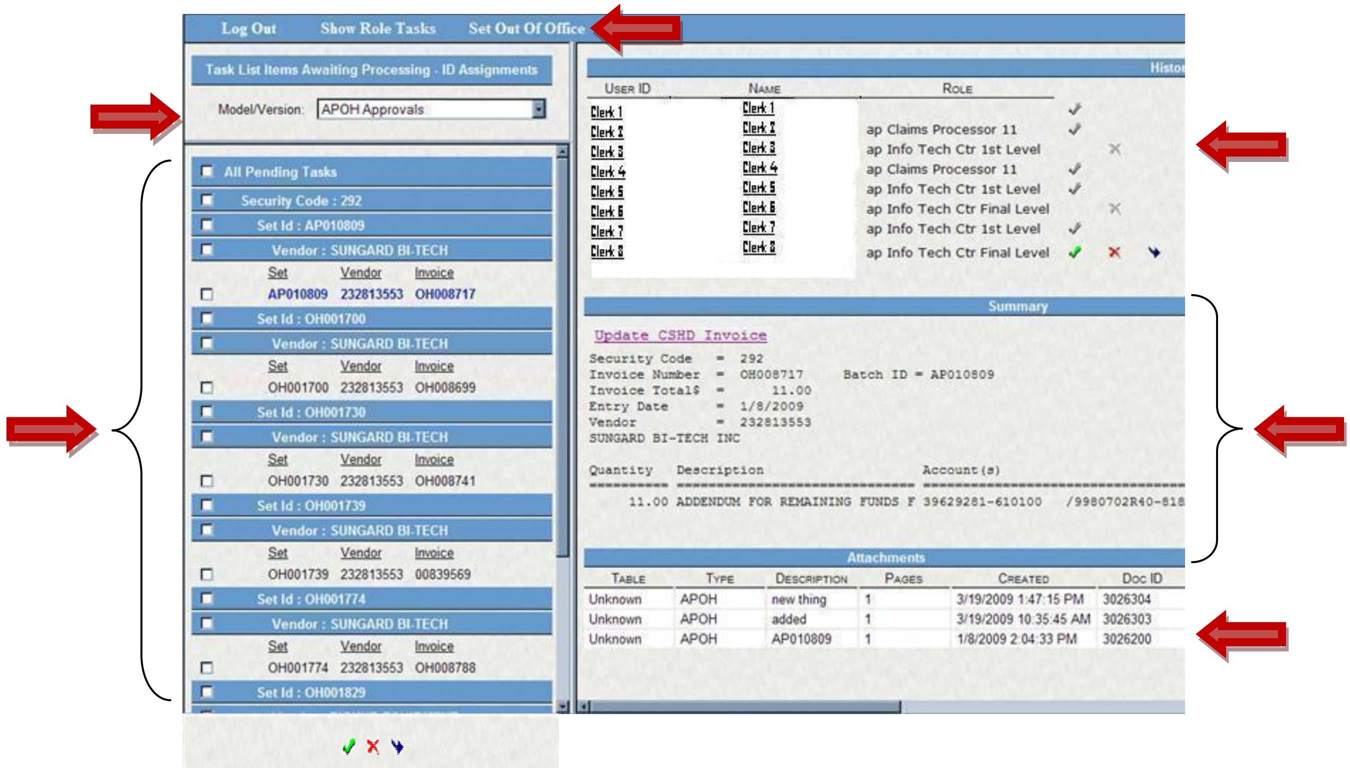

Fig.10 Areas of the Screen

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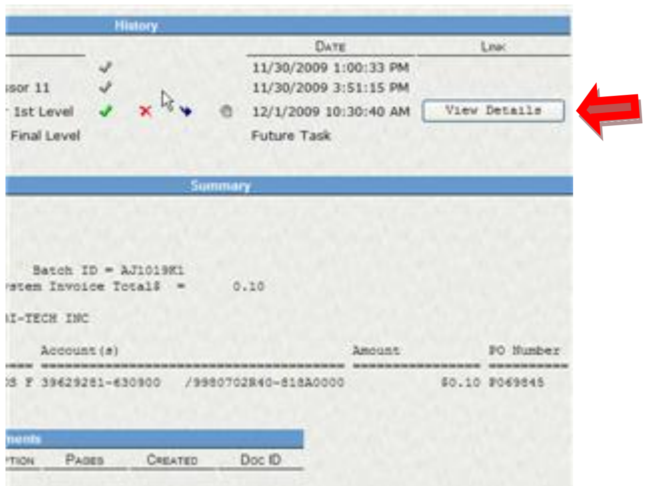
Accessing Invoices with WFTA, Continued

View Details Button

On the far right of the screen, under Link in the History area, there is a View Details button. This is presently inactive. See below.



Accessing Invoices with Update CSHD Invoice Link

Task Listing

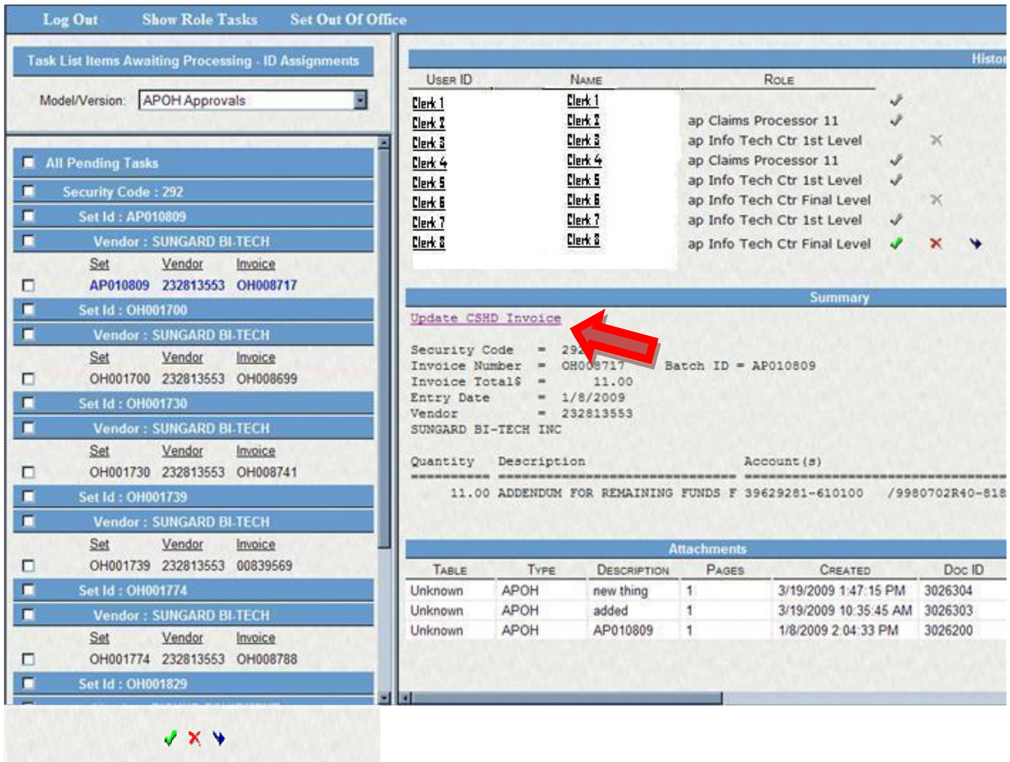


Fig 11 Update CSHD Invoice Link

To modify an invoice on this screen, select from the list by clicking on your choice. Then, click the **Update CSHD Invoice** link.

Check Your Knowledge 1

1. What is the difference between **Direct Task Items Awaiting**… and **Indirect Task Items Awaiting**… ?

Answers

1. The “Direct Task Items Awaiting…” list gives you the invoices that are waiting for **you** to process. The “Indirect Task Items Awaiting…” are those that are waiting for approval by persons that share your the **role**l.

Functions of Sidebar (Workflow, Mask WFTA)

Introduction This section discusses the Sidebar functions and how to navigate it.

Navigation Navigate to the following sidebar (Task List Items Awaiting Processing – ID Assignments) screen by using the mask WFTA in the IFAS directory tree. At the top of the sidebar, the Model/Version field displays. If you cannot see the entire field, click the drop-down arrow to reveal APOH Approvals.

Below the Model/Version field, you see pending tasks listing. A green checkmark and a red X are at the bottom of this listing. Options are:

- Clicking **All Pending Tasks** checkbox automatically selects all invoices, so that they all may be approved or rejected at one time.
- Click the checkboxes for **Security Code**, **Set ID**, or **Vendor** as criteria for approvals or rejections.

Clicking the checkbox for an individual invoice displays it on the right of the screen. After clicking the individual invoice and moving to another, the invoce becomes bolded in blue.

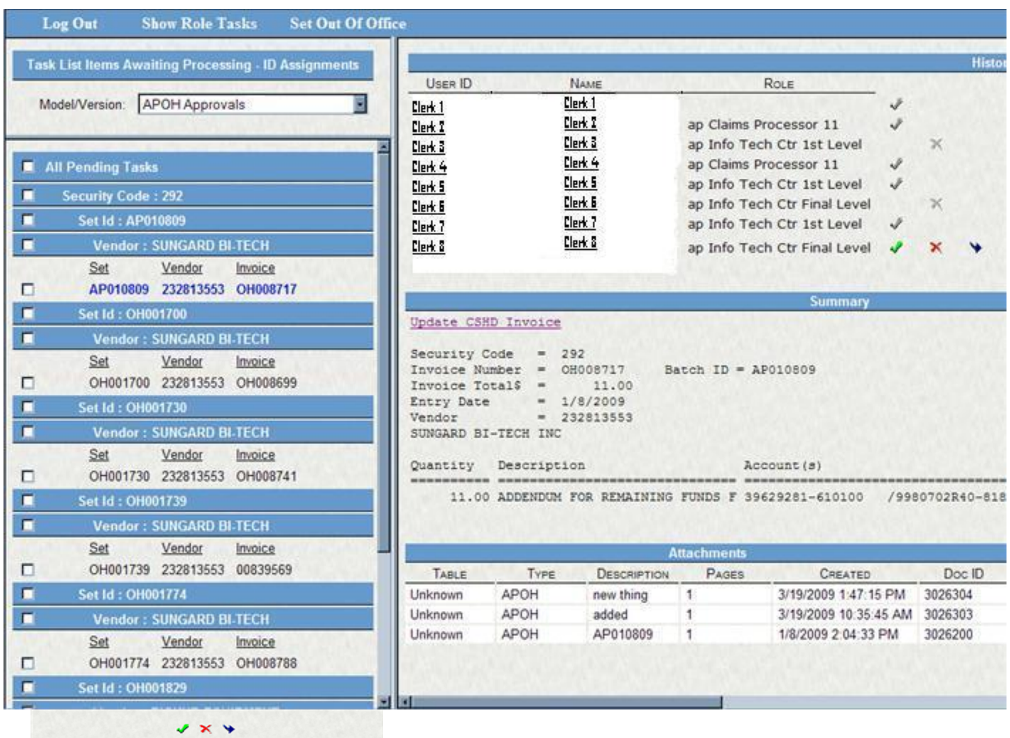


Fig. 12 Pending Tasks

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Functions of the Sidebar (Workflow, mask WFTA),Continued

Navigation (continued)

After selecting an individual invoice, it appears on the right side of the screen, with the History, Summary and Attachments, as in Fig. 12.

Reviewing the Invoice and Its History

Introduction

When you choose an invoice from the *Task List Items Awaiting Processing – ID Assignments*, a summary of the invoice displays on the right. In order to see the entire invoice history, you will need to either move the vertical bar at the edge of the Invoice Summary to the left, or use the bottom scroll bar. This allows you to see the summary, the history, and the attachments panels.

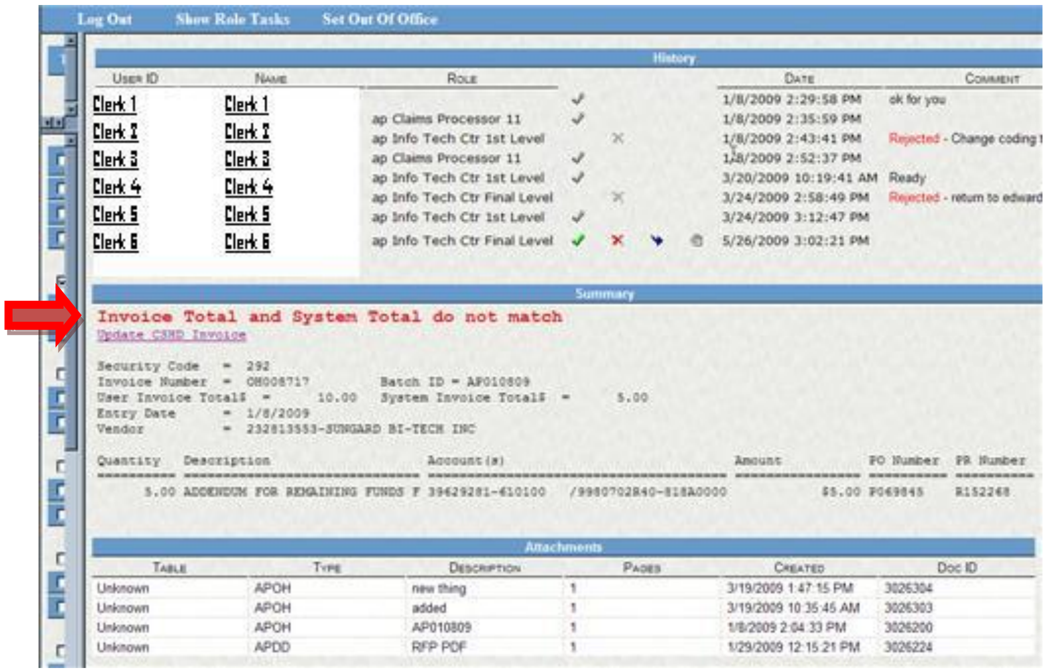

Fig. 13 Invoice and its History

Note: The above screen shows a warning that the "Invoice Total and System Total are not equal." Only the Auditor's office will see this warning. You can continue working.

Continued on next page

Reviewing the Invoice and Its History continued

History

The History panel shows the progression of the invoice through Workflow. It identifies the originator and the IFAS users who approve or reject the invoice in the workflow. The IFAS user must act on the invoice, by approving (with the green checkmark) or rejecting it (red X).

TBA at an approval level shows that the person for this level is yet to be assigned.

Comments are included in the history. Scroll to the far right to display this item.

Note: The blue arrow and hand icon are not used presently.

The Status Message Bar

Introduction

This section details the Out of Office function and the status message bar.

Out of Office

If you are out of the office, you may want someone to take action in your place. For this, you can go to the menu bar on the Workflow Task List screen and select **Set Out of Office**. The message that you are out of office will appear in the Status Message bar. This will allow the next person in your role to approve, modify, or reject invoices or requisitions in your place.

If you set the Set Out of Office and you are the primary approver in a role, an invoice will automatically go to the secondary approver's Direct Task Items list. That person will approve or reject in your place. If the secondary approver accepts the invoice, it continues through the rest of the workflow approval process.

If both the primary and secondary users are Out of Office, the invoice goes to the next person in the Workflow line.

Click the **Set IN Office** when you return to work.

Note: If all users for the workflow role have set Out of Office, the invoice will stay at the primary approver's Direct Task Item List.

Fig. 14 Out of Office

Show ID or Role Tasks

To the left of **Set Out of Office** option is **Show Role Tasks**. This option toggles between **Role** and **ID** Tasks. This determines how the tasks are displayed on the Task list section of the screen.

Continued on next page

Check Your Knowledge 2

1. Which icons are not used on the invoice screen?

2. T or F The comments added to the invoice by the clerk are added to the history as well.

3. T or F The All Pending Tasks checkbox automatically checks all invoices so that you can reject or approve them.

4. Besides the All Pending Tasks checkbox, what other checkboxes are available to you?

5. What happens when you set Out of Office?

6. What does TBA mean?

Answers

1. The blue arrow and the hand

2. True

3. True

4. Security Code, Set ID (previously called Batch ID), Vendor, individual invoices.

5. If you set the Set Out of Office item and you are the primary approver in a role, an invoice will automatically go to the secondary approver's Direct Task Items list. That person will approve or reject in your place. If the secondary approver accepts the invoice, it continues through the rest of the workflow approval process.

6. TBA listed in the workflow means that a person at that approval level is yet "to be assigned".

Part 2: Processing the Invoice

Overview

Introduction

An invoice may be approved immediately, modified or rejected. This chapter takes you through each scenario.

Selecting an invoice

You may select an invoice by clicking the invoice number in the Task List Items Awaiting Processing panel. This brings the invoice up in the Summary panel.

Contents

This section contains the following topics.

Modifying the Invoice

Introduction To modify an invoice, follow these procedures.

Reviewing After reviewing the Summary panel, if the invoice needs modification, click the **Update CSHD Invoice** link. Figure 15 displays. On the Invoice screen, the Invoice Detail panel is uneditable. However, it does include important information about the invoice. If the header must be changed in any way, reject the invoice and send it back to the previous level. It must be rejected back to the Auditor's clerk.

Tabs There are four tabs on the *Invoice Details* panel: Main, Invoice Text, Address and Misc.

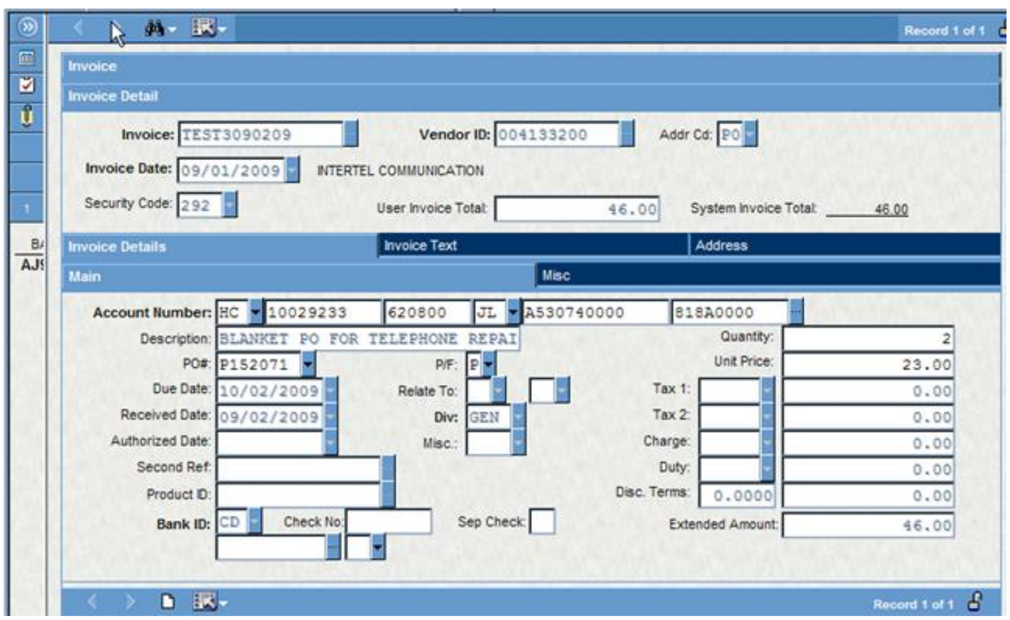

Fig.15 Main Tab under Invoice Details

Modifying the Invoice, continued

Main Tab (continued)

Open the sidebar to expose the options. Clicking the Workflow button will open the history of the invoice and will give the opportunity to approve or reject the invoice. See Fig. 16.

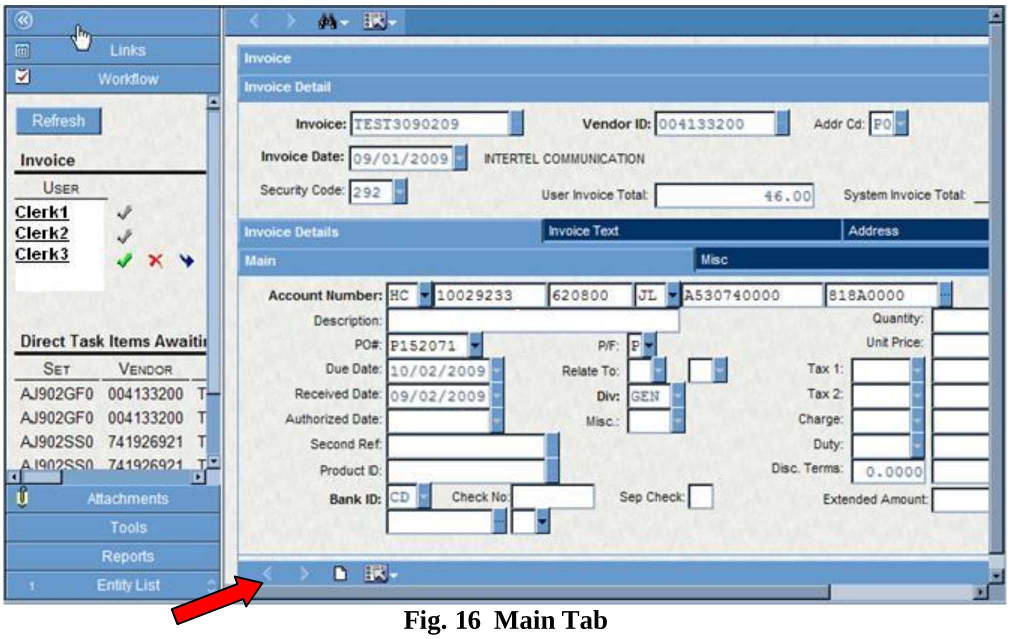

Fig. 16 Main Tab

Note: If there is more than one line item, the arrows at the bottom left of the screen are active. Switching to the IFAS grid format may be easier to read, since each item will then be on separate lines. Do this under the Options icon in the menu bar.

Changes to the Quantity and Unit Price on the Main tab will change the System Invoice Total. You may continue working.

Note: You cannot change the description. To do this, reject the invoice back to the Auditor's AP. Only he/she can change this field.

Invoice Text Tab

Click the **Invoice Text** tab to enter text associated with the invoice. This is not a required field.

Address Tab

This is the address of the vendor. You cannot edit this.

Modifying the Invoice continued

Misc Tab

You can edit the PR# and the PR Item # under the Misc tab. See figure below.

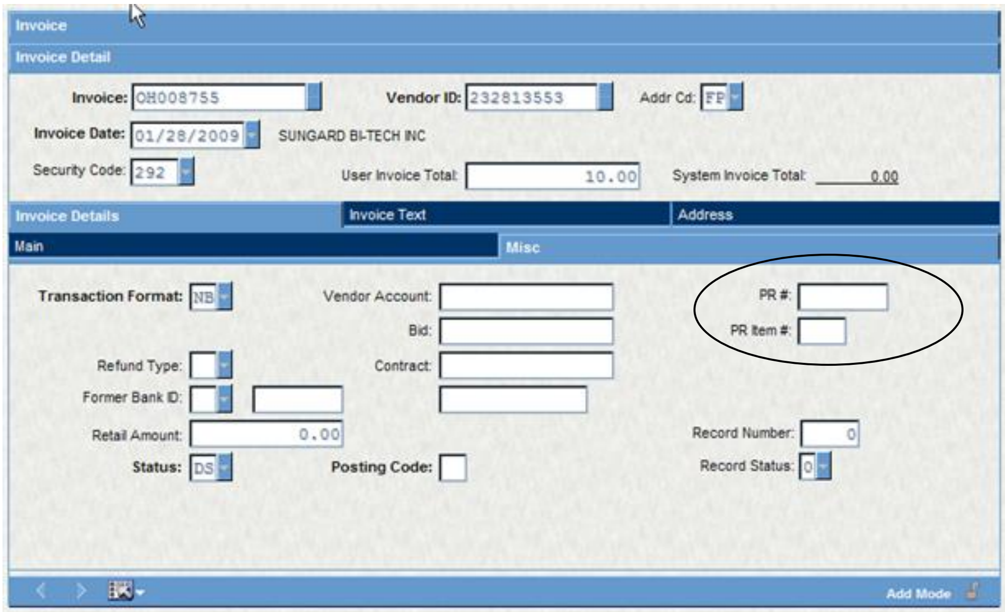

Fig. 17 The Misc Tab

Continued on next page

Modifying the Invoice, Continued

Saving your changes

After reviewing the invoice and making the necessary changes in the Invoice Text, Main and Misc tabs, press Enter to save the information.

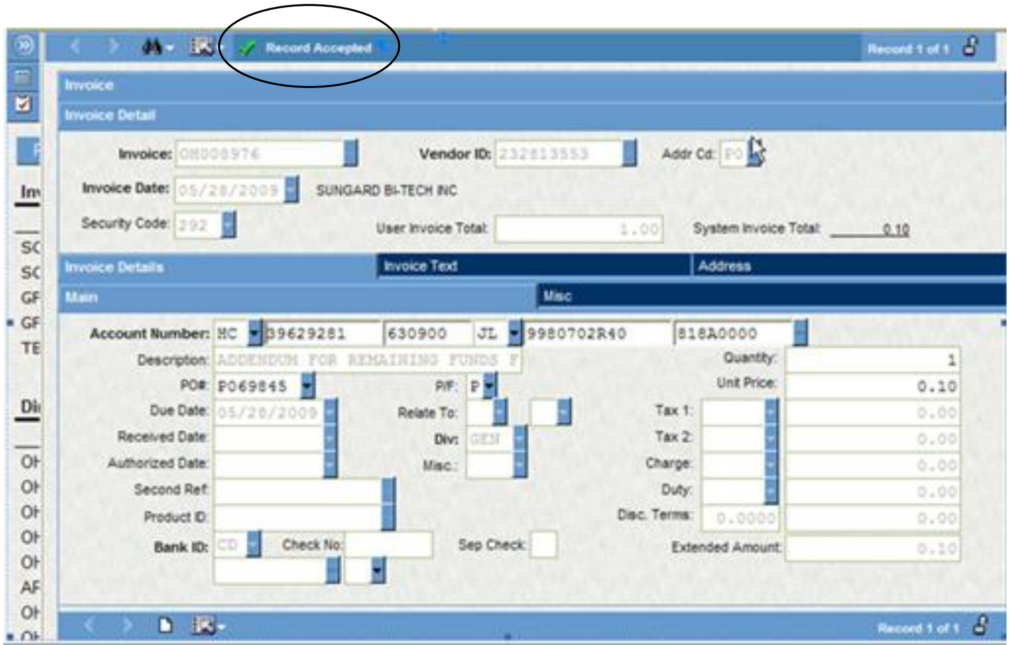

Fig. 18 The Main Tab on the APOHCSHD screen

The "Record Accepted" message with a green check mark appears in the Status Message bar of the invoice screen. If there is a message preceded by a yellow dot, simply press **Enter** again. With the Record Accepted message (see Fig 18), the invoice is changed. Continue with the approval procedures that follow.

Note: If there is a message in the Status Message bar preceded by a red X, you can press the **ESC** key to reset the screen. If the screen still displays the red X message, exit and begin again. You will lose the information entered for the invoice.

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Making your changes in NON-GRID mode – Creating a new line item

At times it is necessary for the Department AP Clerk to add a new line item This requires a two step process: create a new line item and update a line item.

The procedure for creating a new line item is as follows.

Step	Action
1.	At the Invoice Details Main Tab, click on the icon that resembles the piece of paper at that bottom of the screen.
2.	Complete the following fields • Account Coding • Quantity • PO# • P/F • Unit Price
3.	On the Invoice Details Misc. tab, complete the PR# and PR Item #.
4.	Press Enter.

After completing this procedure, note that this has now increased your System Invoice Total. You may continue working. The Auditor's Office will run a report to list those invoices where the totals are not equal.

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Modifying the Invoice, Continued

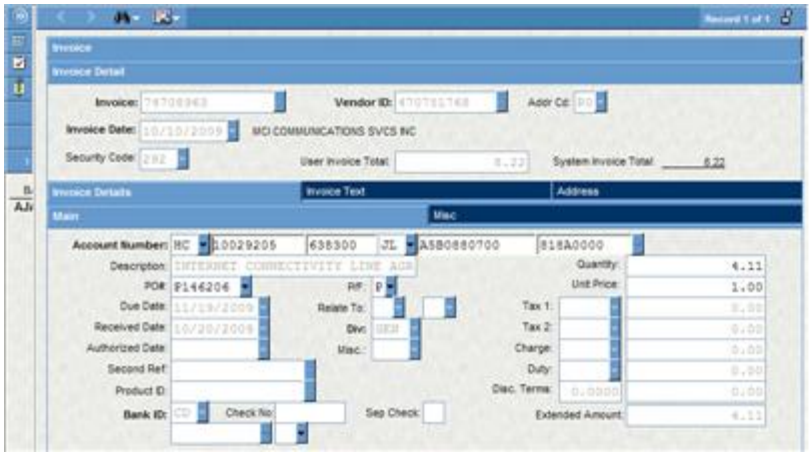

Fig. 19 Next line item

Making your changes in NON-GRID mode – Updating a line item

Step	Action
1	On the Invoice Details Main Tab, click on one of the two icons that resemble arrows at the bottom of the screen (the "previous line" icon  and the "next line"  icon) to retrieve the line item that must be changed. If the previous line icon is grey, there is no previous line item; if the next line icon is grey, there are no line items that follow.
2.	Complete the quantity and Unit price fields.
3.	Press Enter.

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Modifying the Invoice Continued

Making your changes in NON-GRID mode – Updating a line item (continued)

The System Invoice Total does not have to equal the User Invoice Total.

Note: You can also add a line item and update a line item in grid mode.

Exercise

Now, modify your invoice using the method(s) directed by the instructor.

Approving

Introduction

This section describes what procedure to complete for approving an invoice.

Reviewing

After reviewing the Invoice in the Workflow Task List screen, click the green checkmark next to your name to approve.

The date and time are recorded and a comment screen will display. These comments are added to the history for reference. Ensure that the comment is relevant to the invoice. The comments are forever and can be seen by all.

Note: If you are approving All Pending tasks, all of a security code, all of the Set ID or all of a particular vendor, the comments entered will be applied to all invoices selected. Be sure that the comment is valid for all of them.

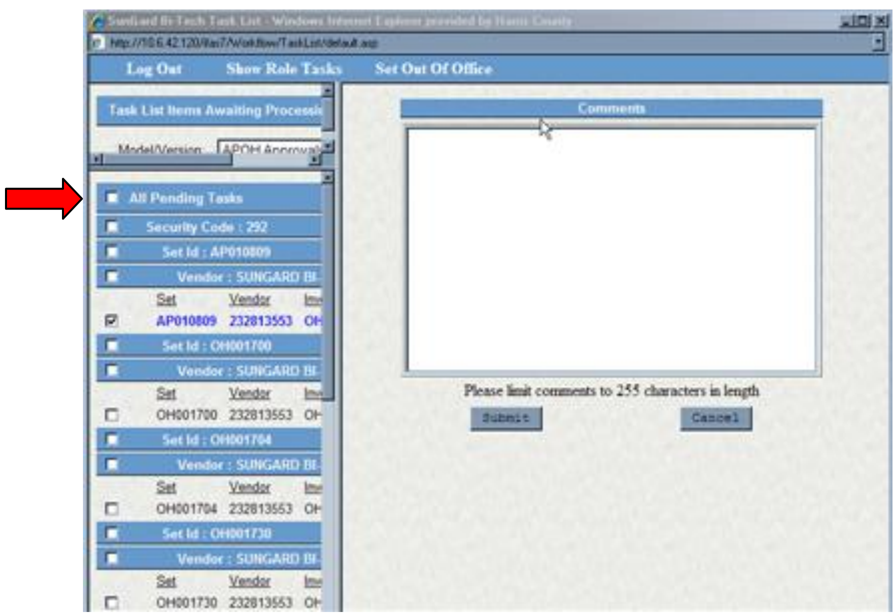

Fig 20 Comments field

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Approving, Continued

Workflow

Each time the invoice is approved or rejected, the action is recorded in the Workflow history. When the **green checkmark** and **red X** are next to your name, you can approve or reject. .

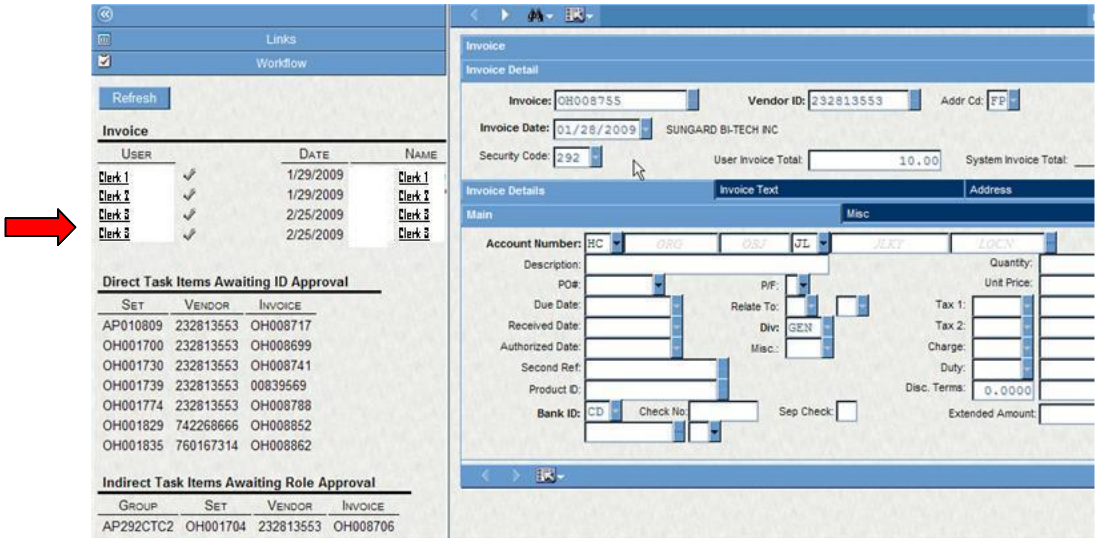


Fig 21 Consecutive levels of approval

Exercise

Now, complete Approvals. Use the method(s) as directed by the instructor.

Rejecting

Introduction

This section describes how to reject an invoice.

Procedure for rejecting

By clicking the red **X** after your name, the invoice with comments returns to the previous approver for correction and/or investigation. Comments are required for rejections.

Note: If rejecting a group of invoices, the comments are carried over to each one. Be sure that the comments are relevant to all invoices in the group since comments are forever and can be seen by all.

Exercise

Now, complete Rejections using the method(s) directed by the instructor.

Check your Knowledge 3

1. What field must be competed with the rejection of an invoice?

2. List two responsibilities of the department clerk with regard to invoice approvals.

3. Give three fields that the department clerk can modify on the APOHCSHD screen.

Answers

1. The Comments field must be completed.

2. The department clerk's responsibilities include:
   - Ensuring that the items are associated with the correct account coding, the PR number and the PR line number
   - Completing the approval, modification or rejection processes

3. The department clerk can change:
   - Quantity
   - Unit Price
   - P/F (partial/full payment)
   - Account coding
   - PO#
   - Text field
   - PR#
   - PR line item#

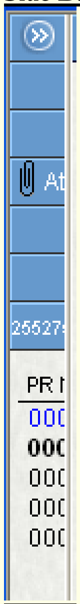
Appendix A Navigation

Term	*Location*	*Function*
Arrows 	**Large Arrows under the title bar**	**Go to the next screen > or to the previous screen <**
New Document 	**To the right of the large arrows**	**Opens a new document for data entry; the new document will be in the Add Mode. This is shown on the far right of the Options icon.**
Binoculars 	**To the right of the New Document icon**	**Find/search**
	Find/Search	**A Search function; opens an empty record for entering search criteria**
	Find Extended	**Not used by users**
	Count Records	**Count Entity List records**
	Reselect	**Selects the top record in the Entity List**
	Select All	**Page through the entire Entity List by using arrows**
Options 	**To the right of the binoculars**	**Lists items as follows**
	Show Grid	**Allows a display of all related records.**
	Sort Order	**Allows a variety of sorts**
	Undo Changes	**Allows to undo the last action**
	Undo All	**Allows to undo all changes**
	Copy Record	**Copy the current record**

Appendix A Navigation

Term	***Location***	***Function***
	Paste, Delete Record	**Pastes the record in the clipboard; deletes the record in the clipboard**
	Close Window	**Closes the current window**
Header	**Area in the top half of the screen; gray in color**	**Identifies data for the current purchase requisition. Data appears in fields.**
	Tabs	**Vendor, Ship to, Requested by, Details, Dates**
Item Requested	**Area in the bottom half of the screen.**	**Identifies the items requested**
	Tabs	***Items*** **Item information listed; item number, quantity, units, commodity code (product code), description, coding, extended amount, etc.**
	Note: Another Options icon is found below the Items Requested area	**The New Document icon creates a new line item after an existing line; this happens if Enter (save) is not pressed.** **The Options icon contains: sort order, undo changes, copy record, all as above. In addition, close record and settings (not used by users).**

Appendix A Navigation

Term	***Location***	***Function***
Side Bar 	**On the left of the mask screen. Appears first with double arrows above it**	**Contains bars that contain relative information. The double arrow either Opens > or closes < the Hide Bar**
Entity List	**One of several horizontal buttons in the Side Bar**	**Lists documents user can access**
Workflow	**One of several horizontal buttons in the Side Bar**	**Shows the flow of the approval process by giving action options and history of approvals**

Appendix B Troubleshooting

Errors:

If the users receive a red X in the upper navigation bar, two things may have happened.

1. Data may have been entered incorrectly, or not at all.
2. The system has experienced a problem.

If #1 has occurred, you can fix the data entered.
If #2 has occurred, you will have to exit and re-enter the data.

Checkmarks:

If the icon appears in color (checkmark and X) with your name in the Action list, you have the authority to approve or reject the invoice.

CDD Report

AP_PROB_POS reports problems with Purchase Orders. Drill Down to see the history of the PO.

Important Notes

CDD REPORTS

The most important report you will run is the **AP_PROB_POS** (PO's with Problems – Invoices by Dept).
This shows invoices in AP that cannot be sent to departments for approval due to an error, such as "Closed PO, No PO on the invoice, Budget block," etc.

CDD Report Changes

The following CDD Reports have been replaced or work in obtaining information prior to 7i implementation, as well as new 7i reports. Refer to Justifas.net under CDD 4 u.

NEW 7i CDD REPORTS	PRIOR TO 7i UPGRADE USE CDD REPORT
AP_EVENT_DTL_7i_PONum (Runs faster if you add the PO# and PEID)	AP_EVENT_DTL
AP_IN_DEPT_APRV	
AP_PROB_POS	
AP_DOC_ATTACH_7i	AP_IMAGE_ATTACH and/or AP_INV_PEID
Same, No Change	AP_VENDOR_DETAIL
PO_INV_ACCT_CODE_CHG (Report shows account code changes made)	
PO_INV_ACCT_CODING	
AP_IN_DEPT_APRV_BATCH	
AP_INV_IMG_PO_7i	
AP_COURT_LETTERS_7i	
AP_EVENT_DTL_7i	

CDD REPORTS NO LONGER IN USE

AP_INV_APPROV
AP_INVBYDPT_REC

MISCELLANEOUS ITEMS

When highlighting invoices, please use a “yellow” highlighter, as other highlighter colors do not scan well, and make the highlighted area illegible.

Invoices

The System Invoice Total does not have to equal the User Invoice Total. The Auditor’s office will run a report to catch all invoices that have this inequality. Departmental users do not see an error when the values are not equal.

Never reject an invoice that you have changed.

If an invoice is rejected by an approver, it goes back to the previous approver for approval.

If an invoice is changed, and then approved, it continues to the next level of approval.

The “zero out a line item” applies only to the invoice payment function. This “Deletes” the item.